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**Civil Engineer**

**FIRE PREVENTION-FIRE PROTECTION**

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This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive fire prevention and protection program for McGuire AFB. It applies to all military personnel and their family members, civilian personnel, concessionaires, and tenants on McGuire. Violations of specific prohibitions and requirements of this instruction by military personnel may result in disciplinary action under the Uniform Code of Military Justice (UCMJ). Violations by civilian personnel may result in appropriate disciplinary action to include administrative action such as reprimand or criminal prosecution under applicable Federal Statutes.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Objective.**

1.1. The objective of the Installation Fire Prevention Program is to eliminate the potential causes of fire, reduce the loss of life, injuries, property damage, and protect the environment should fire occur. Accomplishing these objectives is vital if the mission is to continue without delay due to fire. To reach these objectives, it's necessary to reduce unsafe practices and conditions. This is done through the education of all personnel, command support at all levels, and enforcement of safe practices. Therefore, fire prevention and fire safety will not be compromised for reasons of expediency or economy.

**2. Authority.**

2.1. Base Fire Marshal. The Base Civil Engineer, 305 CES/CC, is the staff officer designated as the Base Fire Marshal and serves as an advisor to the 305th Support Group Commander on fire protection matters and also supervises the Fire Protection Flight. The Base Fire Marshal is the Authority Having

Jurisdiction (AHJ) and is authorized to direct stoppage of operations or processes considered to be a fire, life, or explosive hazard.

2.2. Fire Chief. The fire chief is the fire protection flight chief and is responsible to the Base Fire Marshal for establishing and managing an effective fire protection and prevention program. Through the Assistant Fire Chief for Fire Prevention, the Fire Chief develops and administers the Installation Fire Prevention Program.

2.2.1. The Fire Chief or Senior Fire Officer has full authority over all fire suppression and rescue operations. The On Scene Commander (OSC) may establish priorities based on prevailing conditions; however, no one outside the fire protection organization will give orders or interfere with the Fire Chief or fire fighters in the performance of fire suppression or rescue operations.

### **3. Responsibilities.**

3.1. Functional Managers. The functional manager is the commander or senior operating official at any level who exercises managerial control of an activity or operation. Functional managers are responsible for administering the fire prevention program within their functional area and for initiating corrective action on fire hazards and fire deficiencies. In addition, functional managers are responsible for notifying the Fire Prevention office in writing of changes in facility managers and telephone numbers of facility managers and their alternates.

3.2. Unit Commanders/Supervisors are responsible at all levels for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will enforce this instruction as it pertains to the buildings, areas, and property under their control. Unit Commanders/supervisors will:

3.2.1. Ensure that all personnel are knowledgeable of required fire/emergency reporting procedures, use of fire extinguishers, and fire prevention practices.

3.2.2. Ensure that fire prevention inspections and practices in facilities, rooms, or areas which are under continuous lock and key are the responsibility of the individual supervisor maintaining that secured area. Additionally, it is their responsibility to arrange/provide access to these facilities for the Fire Department to perform scheduled fire prevention visits.

3.2.3. Review for completeness the corrective actions required and the corrective actions taken on AF Form 1487, Fire Prevention Visit Report. The unit commander must sign and date the reverse side of the form.

3.2.4. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems/devices or fail to comply with the fire prevention policies or practices which through misconduct, disregard for fire directives, or negligence, result in fire loss or damage to government property.

### **3.3. Facility Managers.**

3.3.1. Facility managers are responsible to the unit commanders for the fire safe condition of all facilities under their jurisdiction. The facility manager or designated alternate will accompany the Fire Prevention Inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection.

3.3.2. In addition to escorting the fire prevention inspector during inspections, facility managers will accomplish those fire prevention duties as outlined elsewhere in this instruction.

3.3.3. The facility manager will check all fire extinguishers, standpipes, fire doors, exits, exit lights, and emergency lights to ensure proper operating condition. Report all discrepancies on AF Form 332 to 305 CES/CEO for corrective action. Discrepancies involving fire extinguishers can be referred to the Fire Prevention Office at extension 754-3326/4656.

3.3.4. The facility manager will ensure that the fire/emergency reporting number is affixed to every telephone.

3.3.5. The facility manager will ensure all personnel are knowledgeable of fire/emergency reporting, evacuation procedures, and the activation procedures for all installed fire suppression/alarm systems.

3.3.6. The facility manager will inspect all designated smoking areas to ensure proper receptacles are provided for the disposal of smoking materials.

3.3.7. The facility manager will ensure a closing or end of shift inspection at the end of each work day or activity to ensure the facility or area is left in a fire safe manner.

3.4. Chief, 305 Contracting Squadron Infrastructure and Acquisition Flight (LGCB). The LGCB shall establish procedures to ensure the Fire Prevention Office is notified of all pre-construction /performance conferences. A fire protection representative must attend these conferences to coordinate fire prevention requirements with contractors.

3.5. Corps of Engineers. The senior official of the Corps of Engineers office for the McGuire district will establish procedures to ensure the Fire Prevention office is notified of all pre-construction/performance conferences.

3.6. Concessionaires. Concessionaires are responsible for fire prevention in their work areas and will comply with this instruction as it pertains to them.

3.7. Contractor Operations. Contractors are responsible for compliance with Department of Labor (OSHA standards) and the protection of their employees. Contractors will be provided with a copy of the Contractors' Fire Prevention Guide by the fire department during pre-performance conferences to be used as a reference for fire safety during construction operations.

#### **4. Fire Prevention Visit Process.**

4.1. The Fire Department Fire Prevention Office is the agency, which manages, enforces, and executes the Fire Prevention Program. The fire prevention inspector shall conduct a quality inspection that will contribute to the fire safety of the unit being inspected in addition to gaining the desired results for the fire protection organization.

4.1.1. Scheduled visits will be conducted on a quarterly, semi-annual, or annual basis depending on the occupancy and the hazards of the facility or area.

4.1.2. Walk-through visits will be conducted on a no-notice basis when increased activity or the nature of special work or functions dictates it. These visits will include periods of evening operations. Follow-up inspections on previously identified fire hazards and deficiencies will be carried out in this manner.

4.1.3. The facility manager or designated alternate will accompany the fire prevention inspector on all visits.

4.1.4. Fire hazards noted during the inspection will be corrected on the spot if at all possible. If the fire hazard or condition poses an imminent danger, prompt action will be taken to eliminate or reduce the danger. When the hazard involves an operation or process that must be stopped and action is not taken to do so, the Fire Chief, Fire Marshal, 305th Wing Safety Officer and the functional manager concerned will be notified to observe and resolve the hazardous condition. If the problem cannot be resolved, the 305th Support Group Commander and/or the 305th Wing Commander will be notified.

4.1.5. Risk Assessment Codes (RAC) will be assigned to fire hazards and fire deficiencies in accordance with AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

4.1.6. The AF Form 1487, **Fire Prevention Visit Report**, is annotated to show any fire hazard or deficiency found. The fire inspector will provide the facility manager the original copy of the AF Form 1487 and brief them on the hazards noted with recommendations for corrective actions. The facility manager must indicate the actions taken on the reverse side of the form, have the functional manager sign and date, and return the form to the Fire Prevention Office within specified time.

4.1.7. Fire Prevention Visit Reports identifying hazards or deficiencies that require submission of an AF Form 332 for corrective action will show full justification with references.

4.1.8. The facility functional manager will start immediate correction of the fire hazard or fire deficiency. Any hazard not corrected within 30 days will be annotated on an AF Form 3, USAF Hazard Abatement Plan, IAW AFI 91-301.

## 5. Fire/Emergency Reporting Procedures.

5.1. Immediate and accurate reporting of a fire or emergency is essential to minimize fire vehicle response time. Any person discovering a fire or potential fire or emergency situation must report it immediately to the Fire Department. This includes any fire, whether it has burned itself out, or been extinguished without the aid of the Fire Department.

5.2. Fire/Emergency Reporting Telephone Numbers. Report all fires or emergencies to the Fire Department by dialing 911.

5.3. Fire/Emergency Evacuation Procedures.

5.3.1. Sound the alarm, both mechanically and orally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station. In buildings not equipped with fire alarm systems, sound the alarm orally.

5.3.2. Call the fire department. When reporting a fire or emergency, give your name, telephone number, and location/address of the emergency, and type of fire or emergency. Remain on the telephone. DO NOT HANG UP until released by the Fire Department operator.

5.3.3. Ensure all personnel are evacuated from the facility and assembled at a designated area at least 50 feet from the facility to ensure all personnel are accounted for.

5.3.4. Extinguish the fire if possible using fire extinguishers on fires that have just started or are small in size. If the fire is uncontrollable, abandon firefighting efforts and evacuate the building. Do not become trapped; always maintain a clear, unobstructed path to safety.

5.3.5. Designate at least one individual outside of the building to direct the Fire Department to the location of the fire or emergency.

5.4. False Fire Reporting. Any person(s) involved in malicious and/or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a fire department response, will be subject to disciplinary action. This includes tampering with fire reporting equipment and devices.

## **6. Yielding to Emergency Vehicles.**

6.1. All fire department vehicles responding to an emergency have the right-of-way over all other traffic. Upon hearing or observing approaching emergency vehicles with warning lights and siren in operation, traffic will immediately clear all intersections, move as far as possible to the right, come to a complete stop, and remain stopped until all visible responding emergency vehicles have passed.

6.2. Do not follow behind responding emergency vehicles closer than 500 feet.

6.3. Vehicles will not pass stationary fire vehicles with warning lights operating, will not proceed past a fire scene, or drive over a fire hose unless directed to do so by Fire Department or Security Police personnel.

## **7. Fire Lanes/Restricted Parking.**

7.1. Fire lanes are restricted from vehicle parking and will remain unobstructed at all times. Restricted parking areas around buildings are identified and no parking is allowed in these areas. Vehicles will remain at least 15 feet away from the buildings.

## **8. Fire Hydrants.**

8.1. Access to fire hydrants, post indicator valves, and sprinkler system connections will be maintained by a clearance of at least 10 feet. Parking vehicles or equipment within 10 feet of a fire hydrant is prohibited.

8.2. Fire hydrants will not be used by any person other than the Fire Department, except when permission is granted by the Fire Chief or a designated representative.

8.3. Items such as trees, bushes, signs, fences, or any other obstacles will not obstruct or conceal a fire hydrant, post indicator valve, or sprinkler system connection.

8.4. Tampering with fire hydrants, such as removing caps or turning them on, is strictly prohibited.

8.5. Water mains and fire hydrants will not be shut off, nor will any maintenance be performed that could interfere with the water supply without prior notification of the Fire Department (at least 24 hours notice). Exception to this will be only when emergency work to repair these systems is required.

8.6. The Civil Engineer plumbing shop will notify the Fire Department of proposed water curtailments, which affect fire hydrants. The plumbing shop will also identify inactive/defective fire hydrants by placing the appropriate "OUT OF SERVICE" placard on the hydrant.

8.7. Facility managers will ensure all snow is cleaned away from all hydrants.

## **9. Fire Extinguishers.**

9.1. Fire Prevention personnel will determine the type, number, distribution and placement of portable fire extinguishers as outlined in AFOSH Standard 91-56 and NFPA Standard 10 of the National Fire Codes.

9.2. The using organization of a facility is responsible for purchasing portable fire extinguishers. The Fire Department will inspect all fire extinguishers during facility fire inspections. Extinguisher re-servicing, maintenance, and accountability will be accomplished by an extinguisher maintenance firm via contract IAW NFPA 10.

9.3. Fire extinguishers will not be blocked from immediate use or obscured from sight. Signs marking the location of the fire extinguisher will be posted when the extinguisher cannot be seen clearly.

9.4. Fire extinguishers will be permanently mounted to walls using an approved bracket or in recessed/semi-recessed fire extinguisher cabinets. No fire extinguisher will be repositioned to another location without the approval of the Fire Prevention office.

9.5. Fire extinguishers will not be used for any purpose other than the extinguishment of fires. Appropriate disciplinary action will be initiated against personnel willfully misusing fire extinguishers.

9.6. Fire extinguishers will be inspected monthly and documented by the facility manager or alternate facility manager.

## **10. Flight line Fire Extinguishers.**

10.1. The number and type of wheel mounted flight line fire extinguishers authorized for McGuire are established in Table of Allowance (TA) 490. Once issued to the Fire Department, these extinguishers are assigned to the individual organizations having a valid need for them.

10.2. The using organization is responsible for moving the extinguishers within their work/ramp area to meet required coverage during maintenance and aircraft engine starts.

10.3. If an extinguisher is used or found to require servicing, the using organization will notify the Fire Department. The user is responsible for transporting the extinguisher to bldg. 3350 for service.

## **11. Fire Evacuation Drills.**

11.1. Fire evacuation drills are the responsibility of the facility manager to ensure the safe evacuation of personnel in case of fire. The intent of the fire drill is to expose occupants to the sound of the fire alarm system, test capacity of the fire exits, and to practice organizational fire reaction plans.

11.1.1. Unit commanders may conduct fire evacuation drills at their discretion.

11.1.2. Fire evacuation drills will be conducted at least annually in all facilities unless otherwise indicated.

11.2. Fire evacuation drills will be conducted for the following occupancies at these intervals:

11.2.1. Hospitals- fire drills will be conducted at a minimum once per quarter for each shift.

11.2.2. Child Development Centers - fire drills will be conducted in each childcare facility on a monthly basis for staff training. The fire department will conduct one fire drill per quarter in each childcare facility.

11.2.3. Places of Public Assembly - managers of these facilities must conduct quarterly fire drills for employees to ensure their familiarity with fire evacuation procedures of customers and responsibilities during fire/emergency situations. No requirement exists for fire drills, which mandate the public to evacuate the premises.

11.3. The Fire Chief may direct fire drills in any facility where the need for such drills is indicated.

11.4. Fire alarm systems will not be used to conduct fire evacuation drills without prior coordination with the Fire Department.

## **12. Fire Exits and Exit Lights.**

12.1. Fire exit capacity and arrangement will be in accordance with NFPA Standard 101, Life Safety Code.

12.1.1. Exit doors in occupied facilities will remain unlocked and unobstructed at all times.

12.1.2. Exit doors must swing in the direction of exit travel when facility is occupied by 50 or more people.

12.1.3. In places of public assembly and recreational facilities, exit doors shall be equipped with panic hardware devices.

12.1.4. Building exits will be kept clear at all times and properly identified by illuminated exit signs that will be readily visible from any direction of exit access.

12.1.5. Do not obstruct exits or exit signs with draperies, decorations, placards, tables, chairs, furniture, etc.

12.1.6. Padlocks, chains, sliding bolts, or any device that retards the intended safety action of the panic hardware will not be installed on doors.

12.1.7. If exits become inoperative for any reason, the facility manager will ensure immediate corrective action is taken to correct the problem.

12.2. Fire exit signs shall be suitably illuminated by a reliable light source. External and internal illuminated exit signs shall be visible in both normal and emergency lighting modes. Any new installation of exit signs shall be the LED type in accordance with MIL HDBK 1008C.

## **13. Fire Prevention Training.**

13.1. Upon request, Fire Prevention personnel will conduct fire prevention training for any organization or social group. This training is available on any fire safety related subject and may consist of lectures, films, and demonstrations.

13.1.1. Fire extinguisher education is required for all personnel upon assignment and annually thereafter. This education will include general principles of fire extinguisher and extinguishing systems and the hazards involved with initial stage firefighting.

13.1.2. Fire extinguisher training (initial hands-on) is required for all newly assigned aircraft maintenance and servicing personnel on the use of the 150 pound Halon 1211 flight line fire extin-

guisher. After initial training, personnel will receive annual refresher education on the proper use of these extinguishers.

13.2. Personnel who work in areas protected by one of the following types of installed fire suppression systems will receive initial instruction with refresher training annually thereafter.

13.2.1. Aqueous Film Forming Foam (AFFF) extinguishing systems.

13.2.2. Halon 1301 total flooding systems

13.2.3. Dry Chemical-extinguishing systems.

#### **14. Smoking and Disposal of Smoking Material.**

14.1. As a rule, smoking, striking matches, or operating cigarette lighters is prohibited in the following areas:

14.1.1. Within 100 feet of a hydrant fueling system or aircraft being defueled or refueled.

14.1.2. Within 50 feet of hangars, aircraft repair docks, paint shops, flammable liquid storage locations, or similar locations where concentrations of flammable/combustible vapors/dust may be found.

14.1.3. Anywhere on the flight line, including the runway, taxiway, ramp and apron areas.

14.1.4. In munitions' storage areas.

14.1.5. In government owned or leased vehicles in accordance with AFI 40-102.

14.2. Smoking is only permitted in areas that are designated as smoking areas as listed in AFI 40-102 or as approved by the installation commander.

14.3. Smoking is prohibited while reclining or lying in or on a bed. Signs reading, "Smoking in Bed Prohibited" will be conspicuously posted or placed adjacent to the bulletin board in all dormitories and temporary lodging facilities.

14.4. An adequate number of ashtrays and metal receptacles with self-closing lids will be used for the disposal of smoking materials and will be provided in all areas where smoking is permitted. The receptacle will be marked "Smoking Material Only".

14.5. Smoking material receptacles will be emptied weekly or more often as needed. Use water to thoroughly wet down the contents to ensure they are extinguished before combining them with other wastes in dumpsters, trash collection barrels, etc.

14.6. Do not use smoking material receptacles for trash.

#### **15. Electrical Installation, Appliances, and Heating Equipment.**

15.1. All electrical services and installations will conform with NFPA Standard 70 - National Electrical Code. Only Civil Engineer electricians and contract service electricians or licensed individuals may alter/repair electrical wiring, outlets, etc.. Unauthorized wiring will be removed at the occupant's expense as determined by the Civil Engineer.

15.1.1. All switches, outlet receptacles, fuse/circuit breakers, and junction boxes must have suitable cover plates.

15.1.2. Fuses/Circuit breakers will not be bridged, by-passed, replaced with one of a larger capacity to prevent tripping, or secured in the OPEN position.

15.1.3. All portable extension cords will be equipped with nonconductive plugs and kept in good condition.

15.1.4. Extension cords will not be used in lieu of permanent electrical wiring.

15.1.5. Extension cords will not be spliced or taped nor draped over nails or metal objects, run through windows or doors, run under rugs, or in any way be placed or fixed in a way that may subject the wiring to physical damage.

15.1.6. The use of excessive extension cords by means of multiple outlet plugs from single outlets is prohibited, unless the multiple outlet is fused at no more than 15 amperes. Surge protectors meet this requirement.

15.1.7. Worn or deteriorated electrical cords will be removed from service and replaced immediately.

15.1.8. All extension cords must be of sufficient gauge to carry the ampere load of the attached equipment without heating the extension cords, plugs, or other components.

15.1.9. Extension cords must have the Underwriter's Laboratory (UL), Factory Mutual (FM), or other nationally recognized listing authorities' seal of approval.

15.2. Explosion proof electrical equipment will be used in hazardous locations where flammable gases/vapors are present and as required by the National Electric Code.

15.3. Heat producing appliances such as coffee pots will be disconnected from wall outlets when no longer in use. Automatic timing devices will not be used even if they are built into the appliance. Coffee pots will be placed on noncombustible surfaces.

15.3.1. Cooking with conventional high heat producing appliances is prohibited in all buildings except those having specific areas designated as kitchen facilities.

15.4. A minimum clearance of 3 feet will be maintained between electrical light fixtures and combustible materials.

## **16. Flammable/Combustible Liquids/Liquefied Petroleum (LP) Gas Storage.**

16.1. Flammable liquids and other hazardous materials such as paints, flammable thinners, gasoline, asphalt, and tar will be stored in small detached structures or out in the open, and not inside the main buildings. Low flash point liquids used within buildings will be handled only in approved safety cans. Flammable liquid storage will be in accordance with AFOSH 91-43 and NFPA 30, Flammable Liquids Code.

16.2. Flammable paints and oils will not be mixed in the building and the amount of such materials taken inside will be limited to the minimum requirement only.

16.3. Flameproof tarpaulins, drop cloths, or materials of equivalent flame spread characteristics will be used during painting. Flame proofing treatment will comply with NFPA 701, Flameproof Textiles.

16.4. Adequate ventilation will be provided for spraying paint and operations that involve the application of materials using adhesives containing flammable solvents. Such operations will be remotely conducted from any potential source of ignition.

16.5. Asphalt and tar kettles will be located in a safe place outside the buildings. Such kettles will not be placed on roofs or porches, and will be no closer than 30 feet from a building. Continuous supervision will be maintained while kettles are in operation. Metal covers will be provided for all kettles to smother flames in case of fire.

16.6. Used roofing mops will be stored outside the building and away from combustible materials.

16.7. All liquefied petroleum gas cylinders will be used and stored in accordance with NFPA Standard 58, Storage and Handling of Liquefied Petroleum Gases.

16.8. Electrical wiring and equipment for light, heat, and power purposes will be installed in compliance with NFPA 70, National Electric Code.

16.9. Construction Equipment Gasoline-powered air compressors, hoists, derricks, pumps, etc., will be located so that the exhausts are discharged well away from combustible materials. When the exhausts are piped to outside the building under construction, a minimum 6-inch clearance will be maintained between such piping and combustible material.

## **17. Welding, Cutting, and Use of Open Flame Torches.**

17.1. Welding, cutting, and brazing operations will be conducted IAW AFOSH Standard 91-5, *Welding, Cutting and Brazing* and NFPA Standard 51, *Welding and Cutting*. When welding operations are conducted outside approved welding shops, an AF Form 592, **USAF Welding, Cutting, and Brazing** permit will be issued by the Fire Department prior to the start of any operation.

17.1.1. The supervisor in charge of the operation is responsible for obtaining the AF Form 592 from the Fire Department. Operations will not commence until approval has been given by the Fire Department. The supervisor in charge of the operation is responsible for compliance with the precautions and instructions outlined on the permit and as directed by the fire prevention inspector.

17.1.2. The Fire Alarm Communications Center (FACC), 754-2451/2951, will be notified prior to starting any welding, cutting, brazing, or soldering operation and again upon completion of the operation.

17.2. Prior to beginning any welding operation, personnel will ensure that all combustible materials/vegetation within 35 feet of the operation has been removed and the proper type/class of fire extinguisher is immediately available.

17.2.1. Where the removal of combustible materials is impractical, a suitable fire resistive shield or welding blanket will be placed between the materials and the welding operation. A fire watch or Fire Department standby will be required.

17.2.2. Welding will not be permitted in the vicinity of flammable/explosive materials until the possibility of fire or explosion has been eliminated.

17.2.3. Before welding or cutting on flammable liquid tanks, cylinders, or containers which contained flammable liquids (compressed gas cylinders and pipelines are excluded) they will be thoroughly washed, steamed, and filled with water or inerted with nitrogen.

17.2.4. To ensure an explosive mixture does not exist, the area or tank will be sampled using flammable/explosive gas detector.

17.2.5. When aircraft parts require welding, they will be removed from the aircraft when possible and welded in the appropriate welding shop. When this is not possible an AF Form 592 will be required. In addition, an inspection of the area and situation will be performed by the Fire Department.

17.2.6. When welding and cutting operations are completed; the area will be thoroughly and carefully checked to ensure no fire hazard exists.

## **18. Open Burning and Fireworks.**

18.1. Open burning (camp fires, trash/waste burning, grass, bonfires, etc.) is prohibited unless approved by the Base Fire Chief.

18.2. The individual use of fireworks on McGuire is prohibited. Fireworks used during base sponsored activities, such as the annual Fourth of July fireworks display, will be set up and discharged by properly trained and qualified personnel from a licensed commercial firm.

## **19. Ammunition and Explosives.**

19.1. The storage, handling, and maintenance of these materials will be in strict compliance with AF Manual 91-201, Explosives Safety Standards.

19.1.1. Fire symbols will be posted on the outside of facilities, which contain ammunition or explosives. Posting of half-sized symbols is required for inside munitions storage areas. Fire symbols will be posted on doors leading into rooms or areas where munitions are stored.

19.1.2. A copy of the AF Form 2047, **Facility Explosive License** will be forwarded to the Fire Departments Fire Prevention Section (305 CES/CEFP) and maintained on file.

19.2. Maintenance Aircraft Coordination Center (MACC) will advise the Fire Alarm Communications Center (FACC) of munitions status. MACC shall report all movements of munitions, load status, and fire symbol of affected munitions. MACC will maintain status (fire symbol) of each munitions storage facility.

19.3. Munitions personnel shall notify the MACC of any changes in an aircraft's munitions load status and any changes of fire symbol for munitions storage facilities.

## **20. Housekeeping.**

20.1. Good housekeeping, cleanliness, and orderliness in day-to-day activities are the basic intent of fire prevention. In general terms, any condition relative to the cleanliness of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a fire hazard. Commanders, facility managers, and supervisors are responsible for maintaining a high state of cleanliness and orderliness throughout their building.

20.2. Trash and rubbish containers used in all areas will be metal and must have lids. Office trash receptacles are exempted from this requirement.

20.3. Outside trash and rubbish collection containers must be kept closed and shall be located not less than 15 feet from any portion of a building or be separated from adjacent structures by an enclosure or wall.

20.4. Clean rags, dirty rags, clean speedy dry, and dirty speedy dry will be stored in separate metal containers with suitable lids and labeled with 1 inch lettering as to its contents.

20.5. Store steel wool in metal containers with metal lids or self-closing lids. Containers will be labeled with 1 inch lettering as to its contents.

20.6. Storage of combustible materials in utility rooms, air conditioning compressor/air handling rooms, generator rooms, telephone communications rooms, and under stairwells is prohibited. Attics may be used for storage only when the area contains permanently installed floors and has a fire detection system installed.

20.7. Boiler rooms, equipment rooms, or other utility rooms will not be utilized as storage rooms for gasoline powered equipment.

## **21. Warehouse/Storage Facilities.**

21.1. These facilities shall meet the requirements set forth in DOD Regulation AFM 23-210, *Storage and Materials Handling and the National Fire Code*. Buildings used for storage and warehouses will have aisles between stacks, racks, and stored materials. Stacks will be properly maintained to inhibit the spread of fire. Aisle width will be determined by the appropriate directives or Fire Prevention personnel.

21.1.1. Stored materials will be kept at least 18 inches away from ceiling light fixtures, sprinkler heads, heat, smoke, and fire detectors.

21.1.2. If stacks of materials are over 15 feet high, the clearance for stored materials will be 36 inches from sprinkler heads.

21.2. Power equipment such as mowers, weed eaters, blowers, and generators will be de-fueled prior to storage in any area within a facility storage area.

## **22. Dormitories, Visiting Officers/Airman's Quarters, and Temporary Lodging Quarters.**

22.1. These facilities pose a high loss of life potential where the careless act of one person places many people in jeopardy. The strict compliance and enforcement of fire prevention and fire safety standards are especially important. Personnel will not be quartered in other than designated sleeping facilities unless approved by the Fire Chief or his designated representative.

22.2. The following items are prohibited in dormitories and quarters:

22.2.1. Candles, incense or any open flame devices, which produce a constant flame.

22.2.2. Firearms and ammunition.

22.2.3. Explosives or pyrotechnics, including fireworks.

22.2.4. - Flammable/combustible liquids. This does not apply to small amounts of lighter fluid or butane for refilling cigarette lighters or model glue and paints.

22.2.5. Cooking utensils or appliances other than coffee makers and microwave ovens.

22.3. Cooking activities will be restricted to those areas equipped with kitchen facilities. While in use cooking appliances such as skillets and deep fat fryers will be monitored by the user.

22.4. Appliances such as irons, hair dryers, curling irons, and electric blankets shall be unplugged from the wall receptacle when not in use. The use of electrical extension cords is prohibited with these heat producing appliances.

22.5. Curtains and draperies must be flame resistant. The activity or individual installing curtains or draperies must provide the Fire Department with a copy of the manufacturer's certification stating the material is flame resistant.

22.6. "No Smoking in Bed" signs will be posted on bulletin boards or in other conspicuous locations where they can be seen by all occupants. Signs need not be posted in individual rooms.

22.7. Motorcycle storage or maintenance of any kind is prohibited.

22.8. Utility rooms and linen storage rooms throughout dormitories and quarters will be kept neat, clean, and orderly at all times.

22.8.1. Fire alarm panels and electrical panels will be unobstructed and accessible at all times.

22.8.2. A minimum clearance of 36 inches will be maintained around water heaters, hot water pipes, and furnaces.

22.8.3. If rack storage is used, a clearance of at least 18 inches will be maintained between rack storage materials and the ceiling/ceiling fixtures or fire detection devices.

## **23. Public Assembly Facilities.**

23.1. Places of public assembly include, but are not limited to clubs, MWR recreational facilities, AAFES facilities, theaters, child development centers, chapels, restaurants, snack bars, etc.. These facilities present a high life loss potential resulting from the possibility of panic and require special fire prevention measures.

23.1.1. Managers/supervisors of public assembly facilities will ensure a responsible individual is assigned during hours of operation to ensure complete and orderly evacuation of the building in an emergency and for prompt notification of the Fire Department.

23.1.2. Operating personnel are designated to check exit doors daily prior to the entry of patrons to ensure that doors are unlocked and that the panic hardware is operational.

23.1.3. Aisles leading to exits are not to be obstructed by tables, decorations, displays, partitions, or portable seating at any time.

23.2. Managers/supervisors of public assembly facilities will establish and maintain a fire prevention certification training folder for all employees/workers. The certification training ensures the employees have been properly trained and understand their fire prevention duties and responsibilities within their work area. The certification training includes documented quarterly exercises for employees (building evacuation is not required) and the immediate indoctrination of newly hired employees.

23.3. The Fire Prevention Section will be notified, at 754-3326/4656, prior to any major social event, activity, or concessionaire set-up that involves temporary decorations or unusual interior arrangements. At the time of notification, the Fire Department will inspect the facility to ensure all fire safety measures have been taken.

23.4. The maximum capacity or occupant load must be posted in the main offices of all places of public assembly. Capacity or occupancy load is not to exceed the maximum standard as set forth in NFPA 101, *Life Safety Code*.

23.5. The Fire Department will be provided a copy of the manufacturer's certification showing that curtain and drapery purchases for use in these facilities are flame resistant.

23.6. For those places of public assembly that have commercial type cooking facilities, the following requirements apply:

23.6.1. A minimum of one 10 lb class BC rated fire extinguisher will be located within close proximity of deep fat fryer units. It shall not be located in such a position that it cannot be reached in case of a fire.

23.6.2. Each deep fat fryer or cooking unit will be appropriately placed under an exhaust hood system protected by an installed dry chemical/wet chemical fire extinguishing system.

23.6.3. Each independently operated cooking well or deep fat fryer unit will be equipped with a primary and secondary thermostat. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit and the secondary thermostat must be a non-adjustable, fusible or manual resetting thermostat with a maximum cut-off temperature not to exceed 475 degrees Fahrenheit.

23.6.4. Deep fat fryer units with either primary or secondary thermostatic control devices out-of-service for calibration will not be placed into operation until they have been repaired and certified by electrical technicians. The using organization shall immediately notify the Fire Prevention Section, 754-3326/4656, when a deep fat fryer is placed in a non-operational status. All test results must be forwarded to the Fire Department Fire Prevention Section, 305 CES/CEFP.

23.6.5. Newly procured or replaced deep fat fryer units will not be placed in service until primary and secondary thermostats have been tested, certified, and tagged by electrical technicians. Test results shall be forwarded to the Fire Department and also affixed to the unit.

23.6.6. Hood and exhaust duct systems servicing kitchen equipment must be thoroughly cleaned to bare metal at frequent intervals to prevent grease accumulation. This cleaning cycle applies to fans, roofs, louvers, duct work, and exterior walls. Specific guidance for cleaning shall be in accordance with NFPA Standard 96.

23.6.7. Documentation must be available to show when cleaning of the ducts and filters were last accomplished by the using activity or contractor.

23.7. During times of increased security, any security measures that affect fire or life safety must be approved by the Base Fire Chief.

## **24. Aircraft Hangars.**

24.1. All aircraft hangar operations shall be IAW most current Air Force Instruction and National Fire Protection Association Standard 409, Aircraft Hangars.

## **25. Decorations & Furnishings.**

25.1. The Fire Department will inspect all decorations to be used and the proposed arrangement to ensure compliance before installation. Contact the Fire Prevention Section at 754-3326/4656 to

arrange for an inspection. Decorations not meeting NFPA code requirements and/or Air Force directives will be removed.

25.2. Only Underwriters Laboratory (UL) approved flame retardant/resistant decorations will be authorized for use.

25.3. Christmas tree lighting and wiring must be in good physical condition with no splices. Indoor lighting will not be used for outdoor use.

25.4. Outdoor lights and wiring will be in good physical condition and must be approved for outdoor use by the manufacturer and be weatherproof.

25.5. The use of live Christmas trees is prohibited. Only non-combustible (artificial) Christmas trees and decorations are authorized for use in facilities. Exception to this requirement is in Military Family Housing.

25.6. Christmas tree lights will be unplugged when the area or facility is unoccupied.

25.7. All Christmas decorations will be taken down the first week of January. Decorations for all other occasions will be removed no later than one day after the event.

25.8. Decorations will not be placed where they would restrict or impede fire evacuation routes or block access to exits for personnel exiting the facility.

25.9. Candles are permitted for decorative purposes only, the wick must be removed to prevent them from being lit, except where otherwise authorized.

## **26. Self-Help Work Projects.**

26.1. All self-help work must be approved in advance on an AF Form 332, **Civil Engineer Work Request**. Each AF Form 332 must be coordinated with the Fire Department's Fire Prevention Section. The purpose of this coordination is to ensure that fire safety is not compromised by the construction, renovation, or structural alteration. The Fire Prevention office will review each AF Form 332 and make appropriate comments and recommendations relative to fire protection. Unapproved self-help work which has created a fire hazard or fire deficiency will be identified on an AF Form 1487, **Fire Prevention Visit Report**.

26.2. Personnel accomplishing self-help work will not shut down, disconnect, alter, modify, or in any way impede the operation of fire suppression or fire detection systems without approval of the Fire Department.

26.3. The facility manager will notify the Fire Prevention section when approved self-help work, which structurally alters a facility, begins so work may be inspected by the Fire Department during and after completion.

## **27. Conflict in Guidance.**

27.1. When a conflict occurs between written directives, the most stringent directive will take precedence.

CARL A. STEEL, Colonel, USAF  
Commander, 305 Support Group